



Duty Statement

Classification: **Attorney IV**

JC-342178

Position Number: **275-110-5780-012**

HCM#: **1134**

Branch/Section: **Legal Office/Litigation & Hearings Unit**

Location: **Sacramento, CA**

Effective Date: **November 14, 2022**

Working Title: **Attorney IV**

Telework: **Office-centered**

Collective Bargaining Identifier (CBID): **R02**

Supervision Exercised: ☐ **Yes** ☒ **No**

The Legal Office represents CalPERS in litigation and provides formal and informal legal advice regarding all legal issues at CalPERS, including the areas of benefit and membership entitlement, Board elections, health care, fiduciary matters, ethics, contracts, public records, labor and employment, open meetings and investment related matters.

Under the general direction of the Assistant Chief Counsel, the Attorney IV works with broad discretion and independence with minimum supervision to perform the most complex legal professional work within the Legal Office. The Attorney IV performs the following duties and responsibilities:

Essential Functions

- 40% Represents CalPERS in the initiation of and during the most complex and sensitive administrative and court proceedings. Independently prepares cases by identifying and interviewing witnesses; securing and evaluating evidence; preparing arguments and law and motion.

Organizes case presentations and conducts trials. Independently makes strategic decisions and substantive recommendations. Appears on behalf of CalPERS at administrative hearings and in court and before other administrative bodies. Timely prepares agenda items for the administration cases being heard by the Board of Administration (Board). Argues staff recommendations on administrative cases when heard on the record by the Board during the Full Board Hearings.
- 40% Monitors and oversees litigation in coordination with the Attorney General's Office and outside counsel. Keeps clients informed of the status of all cases and confers with and advises clients on all substantive matters. Keeps the Assistant Chief Counsel, Deputy General Counsel and General Counsel informed on the status of all significant cases. Works collaboratively with the support team members to ensure administrative cases are timely set for hearing, and documents, correspondence and briefs are prepared and served timely. Reviews and prepares responses to discovery requests, subpoenas, information requests and Public Record Act requests.
- 10% Uses law library, internal legal opinions, precedential decisions and other materials to research and prepare cases and represent CalPERS in performing the most complex and sensitive litigation.
- 5% Prioritizes and schedules work so it flows smoothly through the Legal Office and assignments are completed in a timely manner.

Marginal Functions

- 5% Attends continuing education/training classes as needed and keeps up with new developments that are relevant to legal issues affecting the services provided by CalPERS.

Knowledge, Skills, and Abilities

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; and work effectively under pressure.

Desirable Qualifications

- Knowledge of public pension and retirement law, including the Public Employees' Retirement Law
- Experience representing any governmental agency before administrative bodies or courts
- Experience representing or presenting items to public boards or commissions
- Experience handling Public Records Act requests
- Experience in advising public employers in the area of retirement or pension law, employment or labor law, in the area of open meeting act law or state contracting law
- Experience in advising public employers in the area of constitutional law or statutory interpretation
- Experience providing legal review, analysis or advice to public employers on contractual matters
- Experience in collections, overpayments, and bankruptcy matters
- Knowledge of CalPERS
- Experience with the Administrative Procedures Act

Working Conditions

While performing the duties of this job, the physical demands require the employee to regularly be in a seated position and spend majority of their time indoors. The employee is required to travel to hearings and conferences.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name:

Employee Signature: _____

Date:

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____

Date: